



Instructional Support Services
Technology Request Form

Chromebook Carts

Specify # Chromebooks Needed

Note: Please call for availability.

Chromebook carts do not print and require a one time training session with our instructional technology specialist prior to reservation.

Laptop Cart

Specify # Carts Needed

Note: Laptop Carts contain 10 laptops and 1 printer per cart. Please call for availability.

iPad Cart

Note: iPad Carts contain 30 iPads. Please call for availability.

Rover Cart

Note: Rovers contain a projector with a VGA & HDMI cable for connections to laptops or other devices.

Device Only / Other Please Specify:

Notes:

Name: Dept./District/Organization:
Contact Number: Event Title:
Date(s) needed: Time: From To

Usage Conditions and Requirements

Your request will be ready for you at your scheduled time in the ISS main office. Please see Trisha or Deb to pickup your cart or device. Carts must be returned at the end of your scheduled time or at the end of the day on Friday.

Please notify Trisha or Deb if your reservation is canceled or modified in any way. Thank you for your cooperation.

Administrator's Signature: Date Received:

Please return completed form to Trisha Li or Deb Daloia - Instructional Support Services Dept.

Questions?

Trisha Li
(315) 255-7669
tli@cayboces.org

Deb Daloia
(315) 255-7610
ddaloia@cayboces.org